

**SECRET**

Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120047-8

DP/S 63-2434

JFM 2

15 JUN 1963

**MEMORANDUM FOR: Suggestions Award Committee**

**SUBJECT : Suggestion No. 63-217, Improving Mail and Courier Service**

1. In late 1962 an Agency Mail and Courier Task Force, consisting of senior officers of major Agency components was established with the basic mission of providing effective and efficient mail and courier service with minimum essential controls. The Task Force met regularly during the ensuing months and has now completed its activities.

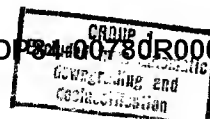
2. The subject suggestion is one of several similar and related suggestions received by the Task Force which were carefully reviewed and analyzed. The subject suggestion could be considered excellent if our mail and courier system were not complicated by the many restrictions and special requirements peculiar to Agency business. The suggestor is aware of a few of the problems, but certainly not all.

3. In accordance with Part IV of the suggestion and with the approval of your office I called the suggestor in for a detailed discussion. Principal points covered in our discussion were:

a. The matter of protection of sources of information, particularly as it applies to the DD/P, were explained and the very strict requirements which prevail pertaining to unauthorized disclosure. He agreed to the principal that all DD/P material must be controlled on the basis of the most sensitive to avoid to the maximum extent the possibility of compromise.

b. It was explained that mail moving within a building without wrapping is not practical due to the volume involved. In many instances, as many as a hundred or more pieces move to one addressee. By wrapping and addressing only once, the whole package is processed as one piece, requiring only one sort at any intermediate mail point and more expeditious handling.

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c. With regard to uniform mail procedures and regulations he was advised that the Task Force had prepared a recommended outline for a Mail Processing Handbook which can serve as a textbook for indoctrination and training of new employees as well as a reference for all personnel originating and forwarding mail.


d. The possibility of saving of envelopes is not great as Executive Order 10501 requires double or more wrapping of all material moving outside any building. The small cost for use within a building is more than offset in savings in processing as indicated above.

e. Several other minor related questions were raised (not included in the suggestion which were resolved, to the suggestor's satisfaction.

4. The suggestor expressed his appreciation for the interview and the fact his suggestion had received a comprehensive review and evaluation.

5. My evaluation is that the suggestion is an impractical solution to a very complex and unusual problem and, therefore, is of little value.

(SIGNED)

  
Office of the Deputy Director  
(Support)

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PEA/cm

Distribution:

Orig & 1 - Addressee

X --DD/S subj.

1 - DD/S chron.